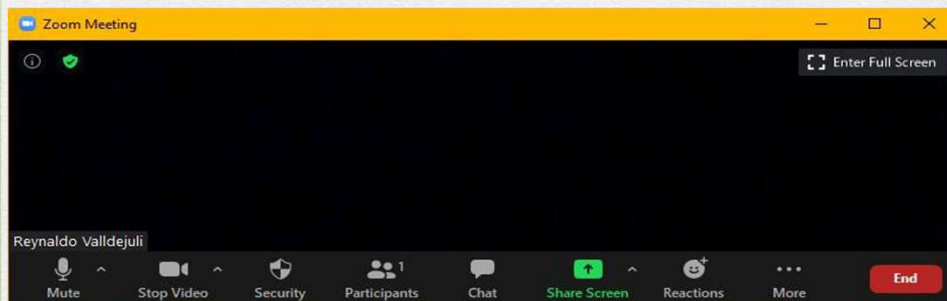


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

February 3, 2022

Visit the [eScholar Support Page](#) for a copy of the webinar deck

Agenda

- **General Information**
 - Security Coordinators
- **Uniq-ID**
 - Submit new students
- **DirectMatch**
 - Economically Disadvantaged
 - CEP
 - Free Lunch status
 - Address Matching
- **StaffID**
 - EdLink errors related to StaffID
 - Retire/Split StaffIDs

eScholar URLs

Uniq-ID (Student ID): <https://louisianasecureid.escholar.com>

StaffID: <https://louisianastaffid.escholar.com>

DirectMatch: <https://SecureID.Idoe.la.gov/>

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

Security Coordinators

- Disable all user accounts (eScholar Uniq-ID, StaffID, DirectMatch, Secure Portal, Compass, EdLink, etc.) for data managers who are no longer employed in your district
- Complete your DirectMatch account set-up:
 - ability to create/disable accounts or change the account settings for users in your district
- Update the [2021-2022 LEA Contact List](#) (located in the [System Support page](#))
 - Copy/paste your district's data into a new EXCEL sheet
 - Review and edit (add/remove data managers)
 - Send updated EXCEL file to SystemSupport@la.gov



2021-2022 Uniq-ID

eScholar Uniq-ID

- Submit the following students to Uniq-ID for LASID assignment:
 - new students enrolled in your district
 - Under-age students who are submitted to HTS
- Do **NOT** resubmit students who have exited your district

Feb 1 MFP: snapshot dates 11/20/2021-2/25/2022 (as of 2/1/2022)

- Ensure all 12th graders have been submitted to Uniq-ID with the parental consent, SSNs and correct demographics

Submitting Student Addresses and Parish Codes

- Type 2 charter schools are required to submit their student addresses and Residing Parish code in Uniq-ID.
- When submitting the address, please make sure you enter the address in the correct format.

ADDRESS INFORMATION	
ADDRESS 1	488 Pelican Drive
ADDRESS 2	Apt # 25
CITY	Baton Rouge
STATE	LA
ZIP	70815
GEOCODE	

LOCATION / ENROLLMENT INFORMATION	
PERSON TYPE	Student
GRADE PLACEMENT	Tenth
SCHOOL/SITE CODE	ABC001
LEA CODE	ABC
RESIDING PARISH CODE	05 Reside Avoyelles Parish
ENDING SCHOOL SESSION YEAR	2022

LASID Audit # 3

According to [LA Rev Stat § 17:3914](#), each student should maintain one *and only one* Louisiana Secure ID for their entire public school career

LDOE conducts periodic LASID audits throughout the school year to ensure that each student has only one LASID.

Audit Process:

- LDOE identifies potential duplicate LASIDs and drops a file into each district's DM-FTP folder on **February 3, 2022**
 - File name: **LEA_2021-22_ LASID Resolution3**
- Districts should:
 - Review the file
 - Compare the demographic information for the students in the file.
 - Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
 - Save the file as **LEACODE_2021-22_ LASID Resolution3_ COMPLETE** by **Thursday, Feb. 10, 2022**
 - Make any retirement/split ID updates in applicable systems

Uniq-ID Q&A

What is the difference between the Master record and the History Record?

Master Record

- Comes from record submissions that have already completed the ID assignment process and successfully obtained a unique identifier.
- The Master Record includes the latest information submitted for that record.

History Record

- Comes from previous record submissions for the same student
- Check the submission date to determine if it is for the current year or for a previous year(s).

Uniq-ID Q&A

How can I look at a student's history record?

- To see a student history record select Search -> Student from the dropdown menu.
- Enter the student's last name, first name, and any other demographic information you can provide.
- The system will search for the student and return a list of students that meet the selection criteria.
- Select the student that you want to view; a detailed student record will be displayed.
- Select the History tab and then select the record you want displayed. A detailed student record will be displayed.



2021-2022 DirectMatch

DirectMatch Data Uses

- Identify students' free lunch eligibility
- Report students' lunch status to EDLink
- Economically Disadvantaged (ED) calculations
- Submit Population and Elections Data for Community Eligibility Provision (CEP) program (*April 2022*)

Note: The ED files were dropped in each district's DM-FTP folder on January 10, 2022

- *There is a field for DSNAP in the ED file*
- *For students who have been identified as DSNAP, you can manually update their lunch status to Free in your local systems*

Economically Disadvantaged

Per [Act 136](#) (HB 130) of 2017, the [Economically Disadvantaged \(ED\) definition](#) includes any student who is:

- eligible for Louisiana's food assistance program for low-income families (SNAP),
- eligible for Louisiana's disaster food assistance program (DSNAP),
- eligible for Louisiana's program for assistance to needy families with children to assist parents in becoming self-sufficient (TANF),
- eligible for Louisiana's healthcare program for families and individuals (Medicaid) with limited financial resources,
- eligible for free or reduced lunch price meals based on the latest available data,
- an English Language Learner,
- identified as homeless or migrant pursuant to the McKinney-Vento Homeless Children and Youth Assistance Act and the Migrant Education Program within the ESSA,
- incarcerated with the office of juvenile justice or in an adult facility, or
- placed into the custody of the state.

This ED definition applies to both the MFP At-Risk indicator and to the federal formula allocations.

Note: this ED definition does not affect school food service in any way.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts participating in the National School Lunch and School Breakfast Programs.

- CEP allows the highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications.
- To be eligible for CEP:
 - the identified student percentage (ISP) as of April 1 must be at least 40%.
 - to be 100% free claiming, the identified student percentage (ISP) as of April 1 would need to be at least 62.5%.

District users identified as CEP managers will have access to the CEP module within DirectMatch in March. FNS staff will provide training (live and recorded).

CEP Training

- Date: **Tuesday, February 22, 2022**
- Time: 1:00 pm (meeting room opens at 12:45 pm)
- Conducted by Courtney Neubauer (Food and Nutrition Service)
- <https://ldoe.zoom.us/j/91386146653?pwd=aU9uYms3T2FHdFU2N2FRQjZyOFNndz09>
- CNP directors should attend this meeting

Homework for CNP directors:

*eScholar conducted DirectMatch trainings in July and August 2021. One section was on the CEP Manager function. Please [review slides 114-137](#) **PRIOR** to the CEP Training.*

Running DirectMatch (Students with LASIDs)

- Do **NOT** load your student files (K-12 with LASIDs) into DirectMatch. You may receive errors
- The default is Person ID *(the application finds your students in Uniq-ID and matches them against the SNAP file)*
- Select the Match Type; click on the purple Match button

Match Options

PERSON ADDRESS

Match Option

Person ID

Upload File

Individual Match

Manual Authorization

District

All Districts

Specific Districts

District Name

Acadia Parish School Sy... ▼

School

All Schools

Match Type

SNAP ▼

Reset

Match

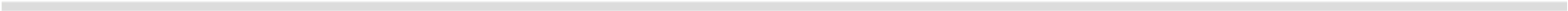
Running DirectMatch (ECSNAP/ECMedicaid)

- Students (PreK) are not enrolled in your district i.e. LASIDs have not been assigned
- Need to determine eligibility prior to enrollment
- Use the Upload File or the Individual Match
- Select the Match Type; click on the purple Match button

PERSON ADDRESS

Match Option	Person ID	Upload File	Individual Match	Manual Authorization
District	All Districts	Specific Districts		
District Name	Acadia Parish School Sy... ▼			
School	All Schools			
Match Type	ECSNAP ▼			

Reset **Match**



Person ID	Upload File	Individual Match	Manual Authorization
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All Districts	Specific Districts
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Acadia Parish School Sy... ▼

All Schools

ECSNAP ▼

Res

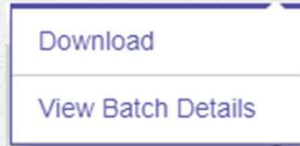




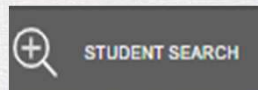
Statewide DirectMatch

January SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching on February 2, 2022
 - **SNAP batch # 1682; TANF batch # 1681**
 - Districts are responsible for resolving any near matches
 - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve. You may have some matched records to download.
 - Click on View Batch Details to see if you have any matched records



- Download your SNAP matched records from the Search function



Lunch Status and EdLink

A student who is allowed to eat free is different from a student who is qualified to eat free.

- Your district should be reporting students as free in EdLink if they qualify to eat free:
 - “qualified” via SNAP/TANF from DirectMatch
 - DC extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)
 - Qualified through [income survey forms](#) (if attending a CEP school)
 - Qualified through [lunch applications](#) (if attending a non-CEP school)

Note: In CEP schools, submit the students as free to EdLink only if they are qualified to eat free. All other students should be submitted as reduced or paid.

Feb 1 MFP: snapshot dates 11/20/2021-2/25/2022 (as of 2/1/2022)

Address Matching


Purpose: Identify DC extended children (siblings or children living in the same household)

Addresses submitted in Uniq-ID are matched against the addresses of the students who were matched to the SNAP file

Use: Matched records will be included in CEP calculations

- LDOE ran the statewide Address matching for all school districts
- Districts may resolve the near matches
 - the matched records cannot be downloaded
 - be cautious when resolving the near matches
 - Some addresses are apartment buildings with no unit #
 - multiple students at the same address – either same/different last names

Address Matching

- Select the Match Options button 
- Under Match Options, select Address

Match Options

PERSON

ADDRESS

Match Option

Person ID

Upload File

Individual Match

Manual Authorization

District

All Districts

Specific Districts

School

All Schools

Match Type

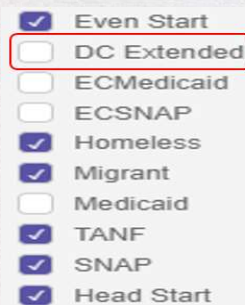


Reset

Match

Address Matching Access

- If you see a message that you have no records or no access it is because you have not been given the DC Extended access in your DirectMatch account
- Ask your security coordinator to select DC Extended in your account settings
- If you are non-public user, contact Jayanthi.Sothirajah@la.gov or Wanggang.Yang@la.gov



A list of checkboxes for account settings. The 'DC Extended' checkbox is highlighted with a red rectangle. The other checkboxes are: Even Start (checked), ECMedicaid (unchecked), ECSNAP (unchecked), Homeless (checked), Migrant (checked), Medicaid (unchecked), TANF (checked), SNAP (checked), and Head Start (checked).

<input checked="" type="checkbox"/>	Even Start
<input type="checkbox"/>	DC Extended
<input type="checkbox"/>	ECMedicaid
<input type="checkbox"/>	ECSNAP
<input checked="" type="checkbox"/>	Homeless
<input checked="" type="checkbox"/>	Migrant
<input type="checkbox"/>	Medicaid
<input checked="" type="checkbox"/>	TANF
<input checked="" type="checkbox"/>	SNAP
<input checked="" type="checkbox"/>	Head Start

DirectMatch Match
Type(s)

Even Start

DC Extended

Homeless










Migrant

TANF

SNAP

Head Start

- The address matching found three potential matches with match scores of 92, 91 and 91 respectively.
- Expand the selection to see the potentially eligible matches

<p>Eligible Address</p> <p>123 Pelican Drive Apt F Bossier City, LA 71111</p>	<p>Matched Address</p> <p>123 Pelican Drive Apt F Bossier City, LA 71111</p>	<p>92% Match Score</p>	<p>Expand the selection</p> <p>1 Students Potentially Eligible</p> <p>  </p>
<p>Eligible Address</p> <p>65 Egret Blvd METAIRIE, LA 70006</p>	<p>Matched Address</p> <p>65 Egret Blvd METAIRIE, LA 70006</p>	<p>91% Match Score</p>	<p>Expand the selection</p> <p>4 Students Potentially Eligible</p> <p>  </p>
<p>Eligible Address</p> <p>21 W. Jay Lane Harvey, LA 70058</p>	<p>Matched Address</p> <p>21 W. Tufted Jay Lane HARVEY, LA 70058</p>	<p>91% Match Score</p>	<p>Expand the selection</p> <p>1 Students Potentially Eligible</p> <p>  </p>

- The eligible address and the matched address are spelled slightly differently
- The apt #, city, state and zip are the same
- Students' last name are the same
- The user will determine if this is the same address or not
- If yes, click on the Match button

Eligible Address

123 Pelican Drive Apt F

Bossier City, LA 71111

Matched Address

123 Pelican Drive Apt F

Bossier City, LA 71111

92%

Match Score

1

Students Potentially Eligible

☐
☐
☒

Matches all students below

Identified Student at Eligible Address





Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Male	01/01/2016	09/09/2021


Student(s) Currently Not Identified at Matched Address

Matches only one student at a time


Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Twelfth	Female	12/10/2005	<input type="checkbox"/> <input checked="" type="checkbox"/>



- 21 W. Jay Lane and 21 W. Tufted Jay Lane could be two different streets in the same town
- The user, after confirming the addresses, should click No Match

Eligible Address	Matched Address	Match Score	Students Potentially Eligible	
21 W. Jay Lane Bossier City, LA 71111	21 W. Tufted Jay Lane Bossier City, LA 71111	 91%	1	  




 Identified Student at Eligible Address


Student Name	District	School	Grade	Gender	DOB	Identified Date
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Male	01/01/2016	09/09/2021

 Student(s) Currently Not Identified at Matched Address


Student Name	District	School	Grade	Gender	DOB	Actions
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Twelfth	Female	12/10/2005	 









- Expand the selection to see all 4 potentially eligible matches
- Click Match for one student
- Click No Match for the other students

Eligible Address	Matched Address	Match Score	Students Potentially Eligible	
65 Egret Blvd Walker, LA 70785	65 Egret Blvd Walker, LA 70785	91%	4	  

 Identified Student at Eligible Address

Student Name	District	School	Grade	Gender	DOB	Identified Date
Polly Pelican (1234567890)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	01	Female	01/01/2016	07/01/2021

 Student(s) Currently Not Identified at Matched Address

Student Name	District	School	Grade	Gender	DOB	Actions
Perry Pelican (1234567899)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Second	Male	09/01/2015	 
Wendy Warbler (0123456789)	Aviary School District (ABC)	<u>Pelicanus</u> Middle School (ABC002)	Eighth	Female	12/12/2009	 
Carolina Wren (0234567890)	Aviary School District (ABC)	<u>Pelicanus</u> High School (ABC003)	Tenth	Female	07/31/2007	 
Jenny Jayhawk (0345678901)	Aviary School District (ABC)	<u>Pelicanus</u> Elementary (ABC001)	Third	Female	08/23/2014	 



2021-2022 eScholar StaffID

eScholar StaffID

- Submit new hires to eScholar StaffID for ID assignment
 - Export a file from your local system
 - Submit file to eScholar StaffID
 - Download the IDs
 - Import into your local system
 - See the [2021-2022 Benchmark and EdLink Snapshot Calendar](#) for submission deadlines
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

EdLink Errors - StaffID

Error message:

- LOCAL_STAFF_KEY 1234567890 during 2021-2022 has a Staff ID that does not exist in eScholar at DISTRICT_CODE 061
- Audit Code = 011

The district submitted the StaffID in its nightly extracts to EdLink but did not submit the person to eScholar StaffID for ID assignment.

Solution:

Submit the person to eScholar StaffID for the 2021-2022 school year (ESSY = 2022).

Retire/Split a StaffID

A StaffID is retired because an employee has more than 1 StaffID

- Complete the [Staff RetireID template](#) and email it to Anantha.Lakkakula@la.gov

A StaffID is split because it is shared between staffs

- Complete the [Staff SplitID template](#) and email it to Anantha.Lakkakula@la.gov

LEAs must update the active StaffID in:

- Your local system
- All LDOE data systems that use the StaffID for that employee

Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
 - **Thursday, February 3** See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

eScholar Systems

Who to contact for support

Who to Contact for Support	For assistance with
Anantha.Lakkakula@LA.GOV	<ul style="list-style-type: none"> • Retire/Split LASID or Staff ID, LASID/Staff ID Audits • Administrative functions such as system settings and configurations • User Access and Role Based Questions • Enhancements
Jayanthi.Sothirajah@LA.GOV Wanggan.Yang@LA.GOV	<ul style="list-style-type: none"> • SecureID, DirectMatch or StaffID support • eScholar related EdLink ADQ/Dashboard questions • Security Coordinators needing eScholar credentials or assistance providing their staff with eScholar systems access
support@escholar.com	<ul style="list-style-type: none"> • eScholar FTP Industry Based Credentials (IBCs)/HiSet folders • Software bugs (system outage, security issues etc.) • Requests for utilizing web services
Your LEA Security Coordinator	<ul style="list-style-type: none"> • System access for new users • Assistance with your eScholar login/password
Visit escholar support page	<ul style="list-style-type: none"> • User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER) & EdLink LEAP 2025 Assessment Data & Snapshot: Bernetta.Sims@la.gov
- EdLink Student data submissions & snapshots, Dropout Corrections: Tara.Baylot@la.gov
- Student Transcript System (STS) and EdLink transcript/IBC data submissions: SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR) and EdLink Staff data submissions: SystemSupport@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- EdLink Security for Dashboard Access and Other EdLink360 Issues: edLink360@la.gov
- PowerSchool sFTP Credentials and Whitelisting Requests: LDOE_LEA_Support@powerschool.com
- Pandemic-EBT (P-EBT): Carol.Mosley@la.gov; EdTech@la.gov
- Data Management FTP Updates and support wen.fan@la.gov or LDEdata@la.gov